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ANGELE DAVIS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

October 21, 2009

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2010-13

TO: All ISIS HR Paid Agencies

FROM: Andrea P. Hubbard
Director

SUBJECT: Agency Contact Information for OSUP

Agencies were notified in [ISIS Memorandum 10-004](#) that agency contact information was moved from a standalone Access database on the OIS website to the ISIS HR payroll system. Agencies will now maintain the following OSUP contact types in ISIS HR using transaction ZP200:

OSUP Statewide Vendors - Persons responsible for the processing of Statewide Vendor deductions

OSUP Travel Administrators - Persons responsible for the processing of employee Travel payments

OSUP Budget (new contact type) - Persons responsible for interpreting the effects of legislative changes that impact the agency's organizational or payroll structure on the ISIS HR system

OSUP will continue to maintain the following OSUP contact types in ISIS HR since these duties require an Undersecretary or Appointing Authority signature:

AFS J5 Rejects - Persons responsible for correcting J5 Rejects on SUSF in AFS
Direct Deposit/EFT - Persons responsible for receiving EFT Return/Correction Report from OSUP

Agencies must complete and submit the revised form, OSUP/F71 (R 10/09) Agency Contact Setup/Change Form (attached), for additions or deletions to the agency contact(s) assigned to the AFS J5 Reject or Direct Deposit/EFT contact type indicating what action should be taken in the **Add**, **Delete** column. All information requested on the form must be completed. Primary designations are limited to one employee per personnel area. One

additional employee can be assigned the Alternate designation. **Two contacts must be designated for the “Direct Deposit/EFT” contact type.** The Agency Division field should be utilized to identify different facilities, regions, etc. within the same personnel area that the contact is responsible for. This form is located on OSUP’s website and can be completed in Microsoft Word, printed, and signed.

If you have any questions about maintaining contacts in ISIS HR refer to the ISIS HR [Help scripts](#). If you have any questions about the OSUP/F71 contacts form, please contact a member of the OSUP Benefits and Financial Administration Unit at _DOA-OSUP-BFA@LA.GOV or (225):

Desiree Jefferson	342-5377	Michelle Richmond	342-5357
Brandy Boyd	342-5354	Jodi Bullock	342-5345
Angel Vernon	342-5344		

APH:ACV/ral

Attachment: [OSUP/F71](#) (R 10/09), Agency Contact Setup/Change Form